

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Veterans' Home Charge Nurse

Class Code: 51035

A. Purpose:

Directs resident and nursing care for a unit at the State Veterans' Home by supervising staff and nursing practices, assesses the needs of residents and implements appropriate nursing interventions, determines if a physician's attention is necessary, and implements the physician's orders for residents in the unit to ensure care is provided to individuals according to standard nursing practices and policies.

B. Distinguishing Feature:

Veterans' Home Charge Nurses oversee nursing and care practices and supervise the activities of personnel on a unit and provide direct care to residents.

The Veterans' Home Nurse provides direct nursing care to the residents of the nursing care unit and the domiciliary unit sections and directs the activities of the nursing care staff.

The Director of Nursing has supervisory and administrative responsibility for nursing services at the SD State Veterans' Home.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Directs the activities on an assigned unit to provide resident care and nursing services.
 - a. Provides assessments of individual's medical condition.
 - b. Conducts resident interviews.
 - c. Provides comprehensive resident care.
 - d. Reports to the physician or physician assistant on individuals' medical conditions.
 - e. Changes treatment as ordered by the physician or physician assistant.
 - f. Conducts change-of-shift reports with other nursing staff to relay changes in treatment plans, discuss resident behavior, and review significant events.
 - g. Monitors compliance with nursing policies and procedures.
 - h. Completes and/or provides input on performance appraisals of direct care staff.
 - i. Contacts local hospital to communicate needs and problems of the resident being admitted and reports problems and progress to treatment team and supervisor.
 - j. Evaluates the need for one-to-one coverage by institutional staff of the resident to be admitted to local hospital and coordinates the return of residents upon discharge from the local hospital.
 - k. Determines priority of dental, hearing, and optometry appointments and schedules appointments.
 - l. Makes rounds on assigned area and ensures that proper nursing procedures and practices are implemented and completed during shift.
 - m. Assesses the risk of infection to residents and personnel and initiates steps or procedures to control it.
 - n. Instructs employees on infection control and isolation policies by teaching general health and hygiene skills and isolation procedures through the use of video and written materials.
2. Supervises subordinate staff to ensure that the objectives of the work unit are met.
 - a. Interviews and recommends the selection of staff.

- b. Provides training and work direction.
 - c. Approves leave requests.
 - d. Addresses staff problems, counsels employees, and recommends disciplinary actions.
 - e. Conducts performance reviews and completes performance documents.
- 3. Maintains resident records and ensures that shift activities are properly documented to provide accurate records of resident conditions and behaviors for treatment teams and physicians.
- 4. Administers medication and treatments as prescribed by a physician or physician assistant to ensure residents' medical needs are addressed and side effects from medication and treatments are documented.
 - a. Monitors residents' responses to medication and treatments and relaying data to the physician or physician assistant.
 - b. Explains prescribed medications and treatments to residents and staff.
- 5. Ensures nursing assessments and interventions for residents are incorporated into the total treatment plan to provide goal-orientated care and treatment.
- 6. May serve as Assistant Director of Nursing as directed by the Director of Nursing to ensure continuity of operations in Nursing Services.
 - a. Performs duties assigned to the Assistant Director of Nursing and takes charge of Nursing Services in the absence of the Director of Nursing.
 - b. Addresses nursing infractions.
 - c. Addresses staff problems and recommends disciplinary action.
 - d. Carries out disciplinary actions.
 - e. Schedules nursing and direct care staff and ensures accuracy of time sheets.
 - f. Directs the Nursing Services training program providing training to all nursing and direct care staff.
 - g. Develops, reviews, and participates in nursing care plans, individualized nursing assessments, and individual and group programming for all residents.
 - h. Develops and maintains the employee shift schedules.
 - i. Performs nursing duties on residential units during staff shortages.
 - j. Prepares input on performance reviews and performance documents.
 - k. Exercises signature authority for incident reports, purchase orders, and received inventory.
 - l. Establishes and supervises resident care for the facility.
 - m. Directs the team care committee to ensure that there is a team approach on all residents.
 - n. Attends team conferences and admission and discharge planning for residents.
 - o. Assists the Director of Nursing with research, data preparation, and personnel and budget functions.
- 7. Performs other work as assigned.

D. Reporting Relationships:

Supervises or provides work direction to Veterans' Home Nurses; Licensed Practical Nurses; Medication Aides; Nurse Aides; or other staff involved in direct resident care.

E. Challenges and Problems:

Challenges include ensuring and maintaining quality care for the residents of the units. This is difficult because of problems that occur in scheduling, staff illnesses or shortages, restrictions on overtime, and meeting ever changing state and federal requirements.

Typical problems include assessing the medical status of residents who are nonverbal or unwilling to provide information, finding the time to devote to training of new staff, determining if a medical problem needs the immediate attention of a physician or physician assistant, dealing with behavior problems of residents, providing continuity of care for residents between shifts, and ensuring all activity on the assigned shift or area is implemented according to accepted nursing practices and institutional policy.

F. Decision-making Authority:

Decisions include determining appropriate nursing intervention needed to meet physical and emotional needs of residents, if the immediate attention of a physician is necessary, how to deal with resident behavioral problems, and if any staff disciplinary problems need to be addressed immediately.

Decisions referred include prescribing medication, whether residents will be hospitalized, major scheduling conflicts, how to deal with inappropriate behavior of residents, approval of overtime, floating staff between units, and standards for institutional care.

G. Contact with Others:

Daily contact with residents to evaluate and give medical treatment; daily contact with physicians, physician assistants, social workers, physical therapy and dietary staff to give and receive information; frequent contact with the pharmacy to request or discuss prescribed medicines; and frequent contact with residents' families to provide information about the residents.

H. Working Conditions:

Works at a state facility serving the needs of elderly residents with physical, age or military service related disabilities. Hazards include exposure to infectious diseases and physical abuse in the performance of routine daily tasks. Must be able to lift residents to and from tubs, into wheelchairs, and onto stretchers; and may be required to intervene so as to deescalate or limit disruptive or abusive behavior of residents.

I. Knowledge, Skills and Abilities:

Knowledge of:

- professional nursing theory and practices;
- recent developments in the field of professional nursing applicable to the area of assignment;
- clinical procedures.

Ability to:

- keep records and charts;
- follow oral and written instructions;
- communicate clearly and concisely;
- operate a variety of medical equipment;
- make reports on observations;
- apply general nursing techniques and practices;

- supervise;
- instruct or train nursing and direct care staff;
- maintain a helpful and sympathetic attitude toward residents;
- deal tactfully with residents and staff.

J. Licensure and Certification:

Must be licensed to practice as a registered nurse in the State of South Dakota.